



POLICY ON THE COMMISSION OF STUDIES (Formerly By-Law 2)

Approved by the Governing Board of Champlain College Lennoxville on December 10, 2019
Resolution LEN-2019-002



Contents

Preamble	3
Article 1	General Provisions.....3
1.1.	Designation..... 3
1.2	Definitions 3
1.3	Role..... 3
1.4	Mandate 3
1.5	Local Agreements 4
1.6	Attendance at Commission of Studies Meetings 4
1.7	Rules of Order..... 4
Article 2	Composition5
2.1.	The Commission of Studies is composed of:5
2.2	Designation of Members5
Article 3	Selection of Members5
Article 4	Appointment of Members5
4.1.	Terms of Office 5
4.2.	Vacancies5
Article 5	Meetings6
5.1.	Chair 6
5.2.	Quorum 6
5.3.	Minutes..... 6
Article 6	Responsibility and Revision.....6

Preamble

The Commission of Studies of Champlain College Lennoxville is established in conformity with section 52 (division V), which refers to the notion of the Academic Council established by the Governing Board, sections 17, 17.0.1, 17.0.2, 20, 20.1 and 21 of the Act and Article 6.5 of Bylaw 1.

The Commission of Studies shall determine its own rules of procedure in accordance with the Act, operates in accordance with the Collective Agreements and local agreements, as well as the mission, values and guidelines as stipulated in the Preamble of Bylaw 1.

Article 1 General Provisions

1.1. Designation

The title of the present Policy is “Commission of Studies”

1.2 Definitions

The definitions set forth in Article 1.1 of Bylaw 1 apply to this Policy, to which the notion of member is added:

“MEMBER”: a person named or elected to the Commission of Studies.

1.3 Role

1.3.1 The main function of the Commission of Studies is to advise the Governing Board on any issues concerning the programs of studies offered by its College, the evaluation of learning achievement and the procedures for the certification of studies. It may also make recommendations to the Governing Board on these issues.

1.3.2 In accordance with sections 39 and 66 of the Act, the Commission of Studies makes a recommendation to the Board of Governors concerning the appointment, the renewal and long-term replacement of the Director General and of its Director of Constituent College.

1.3.3 The Commission of Studies may also advise the administration of its Constituent College on any issue that could maintain, improve or develop its pedagogical life.

1.4 Mandate

The Commission of Studies must provide, to the administration of the College, the Governing Board and the Board of Governors, its opinion on any matters within its jurisdiction:

Before being discussed by the Governing Board and Board of Governors the following subject matters shall be submitted to the Commission of Studies:

- a) Proposals for its institutional policy on the evaluation of learning achievements and procedures for the certification of studies;
- b) Proposals for its institutional policy on the evaluation of programs of studies;
- c) Program evaluation reports and program evaluation action plans;

- d) Proposals on new programs of studies being considered by the College;
- e) Proposals for revisions made to programs of studies;
- f) Selection of learning activities that are within the jurisdiction of the College;
- g) Proposals for the institutional policy on research;
- h) Any proposed bylaw or policy relating to the rules, procedures, and criteria governing the admission and registration of students to the College;
- i) The proposed strategic plan of the Regional College on matters pertinent to the jurisdiction of the Commission of Studies;
- j) The Constituent College's Student Success Plan;
- k) The Academic Calendar;
- l) Proposed policies and bylaws on pedagogical matters;
- m) Proposed policies and bylaws relating to student life;
- n) Proposed pedagogical policies related to the organization of educational activities (schedule, rooms, equipment);
- o) Determination of criteria concerning the creation of departments;
- p) The creation, the partial or total transfer, or regionalization of programs of studies;
- q) The partial or total closure of programs of studies.

1.5 Local Agreements

The Commission of Studies may also offer recommendations to the Governing Board on any other matter that is agreed upon and pertains to the Commission of Studies of the Constituent College.

1.6 Attendance at Commission of Studies Meetings

Meetings of the Commission of Studies shall be open to students and employees of Champlain College Lennoxville, unless it is deemed necessary by the Chair to hold an in-camera meeting or portion of a meeting.

The right of speech shall be granted by the Chair.

1.7 Rules of Order

Meetings will be conducted according to Robert's Rules of Order.

Article 2 Composition

2.1. The Commission of Studies is composed of:

The composition of the Commission of Studies shall be as follows:

- a) the Director of Constituent College, *ex officio*, who shall act as Chair as per article 17 (a) of the Act;
- b) ten (10) faculty members, representing College programs and departments, elected by their peers;
- c) two (2) non-teaching professionals elected by their peers;
- d) one (1) member of support staff, elected by their peers;
- e) two (2) Academic Administrators, nominated by the Governing Board on the recommendation of the Director of Constituent College. In the event of a vacancy, the Governing Board can nominate a substitute academic administrator;
- f) four (4) students, registered in a program of studies appointed in accordance with section 32 of the *Act respecting the accreditation and financing of students' associations (chapter A-3.01)*

2.2 Designation of Members

The Director of the Constituent College is responsible for overseeing the designation process of membership for the Commission of Studies.

Article 3 Selection of Members

The Director of the Constituent College shall request the names of the members provided for in Article 2.1, paragraphs b), c), d), and f), from the appropriate local association, union, or committee that is responsible for the election of these members.

The Director of Constituent College shall also recommend to the Governing Board the Academic Administrators provided for in Article 2.1 paragraph e) who will sit on the Commission of Studies.

Article 4 Appointment of Members

4.1. Terms of Office

Upon election, the members provided for in Article 2.1, paragraphs b) c) and d) remain in office for a period of three (3) years.


Members by virtue of Article 2.1, paragraph f), are appointed for a period of one (1) year.

The mandates defined in paragraph 2.1, paragraphs b), c), d) and f) can be renewed once consecutively.

4.2. Vacancies

A vacancy occurs if a member's term expires or if a member passes away, is on a leave, resigns or ceases to be qualified according to the Act.

The Commission of Studies will mandate the Chair to contact any member who has failed to attend three (3) consecutive regular meetings within an academic year. Should there be no valid reason given for failing to attend the meetings, the said member will be asked to submit their resignation to the Commission of Studies.



If, for any of the reasons mentioned in the above paragraph, a vacancy occurs before the expiry of a member's mandate, then a replacement shall be elected or appointed according to Article 2.1 of the present Policy, to finish the mandate.

Article 5 Meetings

5.1. Chair

The Director of Constituent College is *ex officio* chair of the Commission of Studies. Subject to Section 20.1 of the Act concerning conflict of interest, the Chair calls the meetings, assures distribution of appropriate documentation, and reports to the Governing Board on the Commission of Studies' deliberations.

5.2. Quorum

Quorum is one half plus one of the members in office. If quorum is not attained, the meeting shall be automatically convoked to take place between five (5) and ten (10) working days later with no change in the agenda. The members of the Commission of Studies present at this second meeting constitute quorum.

5.3. Minutes

After adoption, the minutes of the Commission of Studies' meetings shall be distributed to the Chair of the Governing Board, the local representative of the *Associations des Cadres des Collèges du Québec (ACCQ)*, Presidents of the Unions and the Students' Association. The minutes shall also be published on a digital platform of the Constituent College within two weeks.

Article 6 Responsibility and Revision

The review of the present Policy is under the responsibility of the Director of the Constituent College and must be done at least every 5 years. Any amendment must be approved by the Governing Board following a recommendation from the Commission of Studies.